DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

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MEMORANDUM FOR PRINCIPAL DEPUTY ASSISTANT SECRETARY (BUSINESS AND
INFORMATION MANAGEMENT)
DEPUTY CHIEF OF STAFF FOR COMMUNICATIONS AND
INFORMATION

FROM: AF-CIO

SUBJECT: Delegation of Chief Information Officer of the Air Force Responsibilities

The authority delegated to the Assistant Secretary of the Air Force (Acquisition) by
Secretary of the Air Force Order (SAFO) 560.1, Chief Information Officer of the Air Force,
January 2001, is re-delegated to the Principal Deputy Assistant Secretary for Business and
Information Management and Deputy Chief of Staff for Communications and Information, as
defined in the paragraphs below:

a. The Principal Deputy Assistant Secretary for Business and Information Management will:

1) Serve as the principal advisor to the AF-CIO to ensure information technology is acquired
and information resources are managed in a manner that implements the policies and
procedures consistent with Clinger-Cohen Act (CCA) of 1996 and the Paperwork
Reduction Act.

2) In the absence of the AF-CIO, serve as the acting AF-CIO.

3) Serve as the principal advisor to the AF-CIO on information management and business
processes, as well as information technology standards, and strive to improve the
operations and service delivery of AF programs through the effective use of information
and information technology.

4) Design and implement a process for maximizing the value and assessing and managing the
risks of the information technology acquisitions within the Air Force.

5) Ensure visibility over Air Force information technology and national security system (NSS)
investments by integrating the information technology management processes with the
planning, programming, and budgeting processes.

6) Advise AF leadership on the best way to leverage information technology across the Air
Force by serving as an advisor to the Air Force Council.

7) Establish goals and performance measures for improving the efficiency and effectiveness of Air Force activities and, as appropriate, the delivery of services through the effective use of information technology.

8) Write and enforce top level standards for information technology to be applied to all Air Force information technology and NSS programs.

9) Provide overarching policy and oversight on operational, systems, and technical architectures.

10) Provide policy and guidance to ensure information and records are properly collected, retained, protected, and disseminated, to include dissemination of information collected for statistical purposes, archiving information in electronic format and privacy issues.

11) Provide overarching policies and guidance on information systems security and innovative uses of technology.

12) Develop and publish strategies and plans for Air Force information and information technology and ensure integration with Air Force strategic plans.

13) Provide oversight on the knowledge and skills development of the IT workforce.

14) Assist the AF-CIO in monitoring information technology program performance using applicable performance measurements, and advise the AF-CIO regarding whether to continue, modify, or terminate a program or project.

15) Ensure CCA policy and guidance is implemented throughout the entire acquisition process and provide compliance visibility.

16) Identify cross-functional information technology requirements and facilitate development of appropriate solutions.

17) Review and approve information technology budget exhibits and participate in the information technology PPBS process.

18) Provide overarching policy and oversight for development of an AF Knowledge Management strategy.

19) Serve as the AF-CIO Secretariat.

b. The Deputy Chief of Staff for Communications and Information in the role as Deputy AF-CIO will:

1) Oversee the implementation and enforcement of policies, standards, and procedures to ensure that the Air Force complies with the intent of the CCA of 1996 and the Paperwork Reduction Act.

2) Provide tactics, techniques, and procedures on network operations and services.

3) Ensure the communication and information workforce is adequately trained in information resources management according to the requirements of CCA and OMB Circular A-130.

4) Develop and maintain a CIO training, education, and certification processes.

5) Implement and report information technology performance measures.

6) Provide policy, guidance, and procedures to evaluate information technology applications, capabilities, functions, and processes for networthiness and approve and sign appropriate certificates on behalf of the AF-CIO.

7) Act as the chief communications and computing transport layer architect.

8) Provide guidance and enforcement for building and integrating operational architectures with systems and technical architectures and oversee C4ISP implementation activities.

9) Monitor information technology programs and advise program managers and functional/MAJCOM leads on issues such as technology innovation, infrastructure, performance, and information security.

10) Provide, execute, and enforce information assurance policy, guidelines, and procedures for the Air Force, including the development and maintenance of an information security program.

11) Enforce interoperability of AF information technology and national security systems with other relevant systems of the federal government, DoD, allies, and coalition partners.

12) Provide oversight and management of the communications and computing transport layer.

13) Advise the AF-CIO on communications and information resources issues and chair the C&I Panel.

14) Provide procedures for information records management to include collection, retention, protection, and dissemination.

15) Develop and maintain an AF communications and information strategic plan.

16) Provide guidance for software life-cycle support.

17) Provide policy and guidance for registration of information technology.

18) Develop an inventory of Air Force information resources including computer equipment, software licenses, and excess or surplus computer equipment.

19) Implement total cost of ownership and provide implementation guidance for communications and information capabilities.

20) Create information technology budget and POM exhibits.

21) In the absence of the AF-CIO and PDAS(BIM), will serve as the acting AF-CIO.

c. Terminology:

1) The term "information technology" with respect to an executive agency means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management movement, control, display, switching, interchange, transmission or reception of data or information by the Air Force. For purposes of the preceding sentence, equipment is used by the executive agency if the equipment is used by the executive agency, which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

2) The term "information technology" includes computer, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.

3) The term "national security system" includes any telecommunications or information system operated by the U.S. Government, the function, operations, or use of which involves:

a) Intelligence activities;
b) Cryptologic activities related to national security;
c) Command and control of military forces;
d) Equipment that is an integral part of a weapon or weapon systems; or
e) Subject to the following limitation, is critical to the direct fulfillment of military or intelligence missions. This does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

The authority delegated may be re-delegated under such terms, conditions, and limitations as may be deemed necessary.

LAWRENCE J. DELANEY
Chief Information Officer